

**BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 30, 2015  
6:30PM AT TOWN OFFICE BUILDING  
240 SPRINGFIELD STREET, WILBRAHAM, MA  
MINUTES**

**PRESENT:** Chairman Robert W. Russell (presiding); Selectmen Robert J. Boilard and Susan C. Bunnell, Interim Town Administrator Thomas Sullivan, and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

**EXECUTIVE SESSION**

To Conduct Strategy Sessions in Preparation for Contract Negotiations with Non-Union Personnel

Chairman Russell called for a motion to go into executive session.

**MOTION: Made (Boilard) and seconded (Bunnell) to conduct strategy sessions in preparation for contract negotiations with non-union personnel; and upon conclusion adjourn to return to open session. The motion was approved by each Selectman voting affirmatively in a roll call vote. (Boilard, yes; Bunnell, yes; and Russell, yes.) Approved 3-0.**

**PLEDGE OF ALLEGIANCE**

Chairman Russell welcomed all in attendance to the Selectmen's meeting. He then asked all to join the Selectmen in saying the Pledge of Allegiance.

**APPOINTMENTS WITH THE BOARD**

Candidate Interview for Personnel Board – Miriam Siegel Cambo

Chairman Russell invited Ms. Cambo to join the Selectmen at the front of the room. He announced that Ms. Cambo is interviewing for a position on the Personnel Board. Ms. Cambo introduced herself. She announced that she recently purchased the Village Café and Store; and thoroughly is enjoying and loving her new business. Prior to becoming a business owner in Town, she worked in the human resource field at a local bank. According to Ms. Cambo, she has worked in the human resource field for her entire professional career.

Chairman Russell asked Ms. Cambo if she had any questions about being on the Personnel Board. Ms. Cambo explained that she formerly participated on a number of non-profit organizations' boards and is quite familiar with working on boards. Her only question is how often the Personnel Board meets. Administrative Assistant Gaumond explained that the Personnel Board meets up to once a month or as needed to deal with business that comes before the Board. She suggested that Ms. Cambo get in touch with Herta Dane, Human Coordinator, who works closely with the Personnel Board.

**MOTION: Made (Boilard) and seconded (Bunnell) to appoint Miriam Siegel Cambo to the Personnel Board for a term of one year that expires on June 30, 2016. Approved 3-0.**

*Materials Referenced: Citizen's Reply Form, received February 18, 2015, from M. S. Cambo relative to the vacancy on the Personnel Board.*

**OPEN SESSION**

Town Administrator's Report

Interim Town Administrator Sullivan reported that Director Miga, Town Engineer/Director of Department of Public Works, informed that there will be traffic studies conducted in the first week of April. Therefore, there will be strips placed on Tinkham Road, and the intersection of Route 20 and Stony Hill Road to establish a count of traffic. This traffic study is related to establishing a baseline study for impact factors associated with MGM Casino.

He also provided on an update on the Police Station Building Feasibility Committee's work.

Interim Town Administrator Sullivan reported that he and Director Miga met with Senator Lesser's Chief of Staff the other day relative to the East Street Bridge, 2451 Boston Road (former Belli's Restaurant) property and the Police Station. The discussion involved seeking funds to assist in repairing the bridge, covering the costs associated with foreclosure on the 2451 Boston Road property and building a new police station. The group toured the bridge,

police station and 2451 Boston Road. Senator Lesser's Chief of Staff agreed the police station was in bad shape; however, there currently is no money in the state budget for it.

Interim Town Administrator Sullivan informed that the Town Hall lobby would be painted soon. The idea is to update and modernize the lobby and make it not so dark looking.

Interim Town Administrator Sullivan relayed details about a new program/project that consists of replacing all the lighting in the Department of Public Works' buildings and Town Hall with LED lighting. The program allows the Town to receive 75% return on investment to cover the costs of the new lighting. Interim Town Administrator Sullivan is adding monies to the fiscal year 2016 budget to cover a portion of the project. According to Interim Town Administrator Sullivan, the other portion can be funded out of the Technology and Efficiency Fund. The project can be paid for over the next two years. He also indicated that a study of the lighting in Town Hall was conducted today. The report will be back in two weeks. Selectman Boilard asked if this conversation should be with the Capital Planning Committee. Interim Town Administrator Sullivan did not think any monies could come out of the Capital Planning Committee's capital planning fund. Selectman Bunnell asked if there were other buildings that could participate. Interim Town Administrator Sullivan indicated that he could look into it and see if the Library and other Town buildings could be included.

Interim Town Administrator Sullivan shared that he received a call from City View Television Show, who wants to talk with one of the Selectmen because the Town of Wilbraham might qualify as one of the best Towns to live in. The interview is scheduled for 3:00pm tomorrow. Chairman Russell stated that he would attend the interview at 3:00pm.

Chairman Russell asked Interim Town Administrator Sullivan to discuss the letter the Town received from Massachusetts Department of Transportation (MassDOT). Interim Town Administrator Sullivan announced that the Town received a letter informing that the Town will receive \$83,000 from the state to repair potholes in Wilbraham. The \$83,000 is allocated on a reimbursement basis. The Town's Department of Public Works will handle the reimbursement process with MassDOT.

#### Board of Selectmen updates

No updates were offered.

#### Citizens Open Forum

Chairman Russell announced the opening of the Citizens' Open Forum. No one offered to speak.

#### **OLD BUSINESS**

##### Authorization of Articles relative to the By-Laws Requested by Police Department

Sergeant Edward Lennon was present for the discussion. Sgt. Lennon informed the Selectmen that he understood that Attorney Hassett provided a legal opinion relative to the requested by-law amendment Articles proposed by the Police Department. Chairman Russell suggested that exhibits be provided at Town Meeting for both Warrant Articles so that residents can understand the changes to the by-laws. Interim Town Administrator Sullivan further explained that the exhibits typically are kept in the Town Clerk's Office for viewing up until the Town Meeting.

**MOTION: Made (Boilard) and seconded (Bunnell) to authorize two proposed articles relative to Town By-Law Amendments, as presented by the Wilbraham Police Department, to be included on the Annual Town Meeting Warrant. Approved 3-0.**

*Materials Referenced: Memo, dated March 26, 2015, from M. Hassett, Town Counsel, relative to Changes to the Town By-Laws requested by the Wilbraham Police Department; Email, dated March 27, 2015, from M. Hassett, Town Counsel, regarding MGL Chap. 272 § 59; Email, dated March 27, 2015, from M. Hassett, Town Counsel, regarding Case Law; Email, dated March 27, 2015, from M. Hassett, Town Counsel, regarding Wine Doggy Bags, and Memo, dated March 15, 2015, to T. Sullivan, Interim Town Administrator, from Sgt. E. Lennon, Wilbraham Police Department, regarding the By-Law Update Request.*

#### **NEW BUSINESS**

##### Approval of Annual Town Meeting Warrant

Chairman Russell asked if the other Selectmen had a chance to go through the Warrant. Selectman Boilard asked where the Zoning Articles were moved to within the Warrant. Interim Town Administrator Sullivan responded by

informing that the Zoning Articles 26, 27, 28 were placed prior to the Community Preservation Committee Articles. A motion was made.

**MOTION: Made (Boilard) and seconded (Bunnell) to approve the 2015 Annual Town Meeting warrant of 54 articles as attached to the minutes of this meeting, and that said warrant be prepared for printing and distribution, excepting only legal or technical corrections to be made before April 3, 2015. Approved 3-0.**

*Materials Referenced: Draft of the Annual Town Meeting Warrant submitted by T. Sullivan, Interim Town Administrator.*

Approval of Proposed Ballot Initiative Relative to the Police Facility

Chief Roger Tucker and Roger Fontaine, Chairman of the Police Station Building Feasibility Sub-Committee, were present for the discussion. Mr. Fontaine thanked the Board of Selectmen for putting the Sub-Committee together. He explained details about the proposed ballot initiative relative to the proposed police station. According to Mr. Fontaine, the current police station has served the Town for decades. However, there is a need for building that can suit the needs and offer efficiency for the Police Department and Dispatch Center. The proposed ballot initiative will seek the taxpayers input to provide funding for a building and land for a new police station.

Mr. Fontaine claimed that the cost of the new police station will not exceed \$8,000,000. He reviewed the Architect's plan for the building. The Police Station Building Feasibility Sub-Committee made cuts to the \$9.4 million project to make it more fiscally feasible. He reviewed the figures and cost. The ballot initiative is a vote for a proposed debt exclusion of \$4.2 million to aid in funding the new police station. The impact is a fifteen year bond at \$4.2 million, which equates to be less than \$80 per household in Town. Selectman Boilard asked what the average household is in Town. He wondered if it was \$270,000. Mr. Fontaine confirmed that to be true; and reviewed the numbers again. Mr. Fontaine stated that there are no other buildings as unique as a police station. There are a lot of components required for a police station. The Sub-Committee looked at functionality and safety at a reasonable cost for the taxpayers of Wilbraham.

Selectman Bunnell indicated that the facility design was decreased in space by 7%, which is 1,200 square feet. She wanted to know if there were any concerns in the future as a result. Chief Tucker answered no; there were no concerns because the cuts in space were made at the corners of the building and not in program areas. Mr. Fontaine showed an illustration of the building design to the Selectmen and audience.

Selectman Bunnell asked why the bond is a fifteen-year bond instead of twenty years. Interim Town Administrator Sullivan responded that it would cost more in interest if it was a twenty-year bond. He added that a fifteen year bond is at \$68.00, which does not decrease over time; whereas, a twenty-year bond is \$130 more. He further explained the terms and figures of the different year bonds.

Chairman Russell asked if the back of the building would still have a covered area. Mr. Fontaine responded yes. Chairman Russell asked about the auxiliary building. Chief Tucker explained. Discussion ensued relative to the cost of the project and the altering of the design to decrease costs.

Chief Tucker informed the Selectmen that the Sub-Committee has an aggressive plan to educate the public about the project, beginning with several public forums. He announced that starting on April 8, hosted by the Senior Center, there will be a public forum to address factual information about the project. Then on April 9, a similar public forum will be held at the Brooks Room in the Public Library at 7:00pm. There will also be a coffee hour held on April 10, at 8:00am at Krazy Jake's Restaurant, where an informal discussion can take place providing information about the police station project. The Police Department will also have an Open House on several dates, the first Open House will be held on April 11. Mr. Fontaine reviewed that there are two open houses to be held at the Police Department and two open forums scheduled to educate the people as to what they will be voting for relative to this ballot initiative.

**MOTION: Made (Boilard) and seconded (Bunnell) to approve the proposed ballot initiative relative to a police facility; and forward to the Town Clerk to prepare for the inclusion on the ballot at the 2015 Annual Town Election to be held on May 16, 2015. Approved 3-0.**

*Materials Referenced: Proposed Ballot Initiative and Power Point Presentation of the Police Station and Dispatcher Center submitted by T. Sullivan, Interim Town Administrator.*

Deferral of Overpayment Repayment Hampden-Wilbraham Regional School District

Chairman Russell announced that the Selectmen are to determine if they are in agreement to allow the Hampden-Wilbraham Regional School District (HWRSD) to defer the overpayment of the repayment owed to the Town for another year so as to help the HWRSD with its budgeting needs. Chairman Russell called for a motion.

**MOTIONS: Made (Boilard) and seconded (Bunnell) to approve the Hampden-Wilbraham Regional School Committee's request to defer for one year the payment of \$50,000 owed to the Town of Wilbraham by the Hampden-Wilbraham Regional School District. Approved 3-0.**

*Materials Referenced: Letter, dated March 13, 2015, from M. O'Shea, Superintendent of Schools, Hampden-Wilbraham Regional School District, regarding the request to defer the repayment of the overpayment to the Town of Wilbraham.*

Appointment of the Animal Inspector

The Selectmen collectively asked what exactly the Animal Inspector does. Administrative Assistant Gaumond responded to the questions. A motion was made.

**MOTION: Made (Boilard) and seconded (Bunnell) to re-appoint Dorsie Kovacs as Animal Inspector for the Town of Wilbraham with a term of May 1, 2015 until April 30, 2016. Approved 3-0.**

*Materials Referenced: Letter, received March 13, 2015, from M. Cahill, Director, Massachusetts Department of Agricultural Resources, Division of Animal Welfare, regarding the appointment of the Animal Inspector and Nomination of Inspector form.*

**LICENSING AND OTHER APPROVALS**

YMCA of Greater Springfield – Scantic Valley Y

- Application and Notice for Charitable or Non-Profit Event
- Request For Use of Public Property for Special Event

Chairman Russell asked if there were any questions. None were offered.

**MOTION: Made (Boilard) and seconded (Bunnell) to approve the use of public sidewalks and roads for a 5K race and walk, scheduled for April 18, 2015 from 8:00am to 12:00pm at 45 Post Office Park, sponsored by the YMCA of Greater Springfield's Scantic Valley Family Center; and forward the event notice to public safety officials for a public safety review. Approved 3-0.**

*Materials Referenced: Request for Use of Public Property for Special Events Form, dated March 2, 2015, and Application and Notice for Charitable or Non-profit Event, dated March 9, 2015, submitted by YMCA of Greater Springfield.*

Request for Banner or Sign – Wilbraham Garden Club

A motion was made.

**MOTION: Made (Boilard) and seconded (Bunnell) to grant permission to the Wilbraham Garden Club for a temporary banner and signs on Town Property, specifically Gazebo Park, Bruuer Pond, Town Office Building, Springfield/Faculty (Hoover Park) and Disposal and Recycling Center, between April 25, 2015 and May 9, 2015, promoting the group's Annual Plant and Bake Sale event; with signs to be removed no later than May 9, 2015, following the conclusion of the group's event. Approved 3-0.**

*Materials Referenced: Request to Place Banners or Signs Application submitted by J. Turek, representing the Wilbraham Garden Club.*

**MINUTES OF MEETINGS**

March 2, 2015 executive session

March 2, 2015

March 7, 2015

March 16, 2015

March 16, 2015 executive session

March 23, 2015

March 23, 2015 executive session

Chairman Russell asked if there were any additions or corrections to the minutes. None were offered.

**MOTION: Made (Boilard) and seconded (Bunnell) to approve the minutes of March 23, 2015 and the executive session minutes of March 23, 2015 as submitted. Approved 3-0.**

Upon return from executive session, and having no further business, the meeting adjourned at 7:39pm.



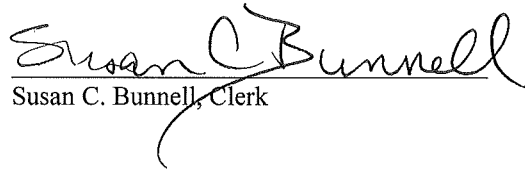
Candace Ouillette Gaumond  
Administrative Assistant to the TA/BOS



Robert W. Russell, Chairman



Robert J. Boilard, Vice Chairman



Susan C. Bunnell, Clerk